



UNITED STATES MARINE CORPS

MARINE CORPS BASES JAPAN
CAMP SMEDLEY D. BUTLER, OKINAWA
UNIT 35001
FPO AP 96373-5001

MCBJO 1742.1
CGOF
10 Sep 03

MARINE CORPS BASES JAPAN ORDER 1742.1

From: Commander, Marine Corps Bases Japan
To: Distribution List

Subj: VOTER REGISTRATION PROGRAM

Ref: (a) MCO 1742.1A
(b) MCBJO 5041.1D

1. Situation. To outline the responsibilities of organizational commanders, and the duties of voting assistance officers in providing personnel with assistance in exercising their voting privilege.

2. Cancellation. BO 1741.2A

3. Mission. To ensure that all eligible personnel within Marine Corps Bases Japan (MCBJ) that fall under the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) are afforded every opportunity to vote utilizing the program outlined in reference (a).

4. Execution

a. Commanders Intent and Concept of Operations

(1) Commanders Intent

(a) To ensure all eligible absentee voters are rendered maximum assistance in the exercise of their voting rights.

(b) Commanding Officers, at all echelons of command, are charged with implementing the Voter Registration Program, in accordance with reference (a), within their respective commands.

(c) The Voter Registration Program is to be carried out to the maximum extent possible.

(2) Concept of Operations

(a) The Commander, MCBJ has the responsibility for ensuring all Marines, their family members and Department of Defense civilians that fall within the purview of MCBJ are afforded the opportunity to exercise their right to vote.

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(b) The following subordinate commands are identified as being responsible for dissemination and submission of all voting related correspondence to/from MCBJ Installation Voting Assistance Officer (IVAO):

Commanding Officer, HQSVCBN, MCB Camp S. D. Butler
Commanding Officer, HQBN Fuji
Commanding Officer, MCAS Futenma
Commanding Officer, MCAS Iwakuni

b. Subordinate Command Mission

(1) Comply with this Order and reference (a).

(2) Commanders, HQSVCBN, HQBN Fuji, MCAS Futenma and MCAS Iwakuni will incorporate voting registration into unit check in procedures.

c. Coordinating Instructions. Recommended changes to this Order will be submitted to the Adjutant, MCBJ, via the appropriate chain of command

(1) Chief of Staff, Marine Corps Bases Japan. Assign a staff officer, in accordance with reference (a), as the Installation Voting Assistance Officer for MCBJ.

(2) Installation Voting Assistance Officer (IVAO)

(a) Provide copy of IVAO appointment letter to the Major Command Voting Officer (MCVO), MARFORPAC.

(b) Provide Unit Voting Assistant Officers (UVAO) with guidance, support and training required for them to effectively carry out a successful voting program.

(c) Ensure all pertinent dates, timelines and information concerning federal, state and local voting is disseminated appropriately.

(d) Ensure timely dissemination of voting information via publicly accessible media.

(e) Ensure names, locations, and contact information for all voting assistance officers within MCBJ are listed with the base telephone operator and the Base/Wing Officer of the Day (BWOOD).

(f) Inspect subordinate command's Voter Registration Program, in accordance with reference (b).

(g) Monitor and evaluate the MCBJ Voter Registration Program, in accordance with reference (a).

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(h) Coordinate, as necessary, with other services and government agencies (i.e. Air Force, Army, Navy, U.S. Consulate etc.) to ensure all personnel within MCBJ, that fall under the UOCAVA, are afforded every opportunity to vote.

(3) Unit Voting Assistance Officers (UVAO)

(a) Provide copy of UVAO appointment letter to the Installation Voting Assistance Officer (IVAO), MCBJ.

(b) Maintain sufficient voting material to support your unit, IAW reference (a).

(c) Ensure names, locations and contact information for voting assistance officers within your respective unit are listed with the Command Duty Officer.

(d) Gather and submit unit statistical voting information which may be requested by the Installation Voting Assistance Officer.

(e) Provide all unit members with at least one annual briefing or period of instruction devoted to absentee registration and voting procedures.

(f) Assist in the preparation and filling-out of voting forms and materials (it is the voter's responsibility to ensure correct information is provided, and that the completed form is mailed).

(4) Public Affairs Office. Coordinate with and assist the IVAO for publishing information on elections in publicly accessible media (i.e. "OKIMAR", "Okinawa Marketplace", Armed Forces Network etc.) in a timely manner to assist voting in absentia.

(5) MCBJ G-6. Coordinate with IVAO for maintenance and upkeep of a voting assistance web page for MCBJ.

5. Administration and Logistics. Direct Support Stock Control (DSSC) in coordination with IVAO and UVAO's, maintain sufficient, on-hand stock of Federal Post Card Registration and Absentee Ballot Registration (FPCA) (SF76) and Federal Write-In Absentee Ballot (FWAB) (SF186) forms.

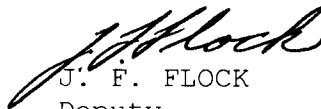
6. Command and Signal

a. Command. This order is applicable to all units within Marine Corps Bases Japan.

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b. Signal. This Order is effective the date signed, and will remain in effect until superceded or cancelled.

A handwritten signature in cursive script, appearing to read "J. F. Flock".

J. F. FLOCK

Deputy

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